



Children's Tutoring Initiative requires that all tutors be properly screened before working with a student. The type of background check requirement depends on the school. You will be contacted after you apply about your school's specific process.

Columbus City Schools:

- **Required Screening:** FBI/BCI
 - a. Renewal required every FIVE (5) years
- **Instructions:**
 - a. FBI/BCI background checks will be completed at the Educational Service Center of Central Ohio (ESC Central Office: 2080 Citygate Drive Columbus OH 43219). [Visit the ESC website to schedule your appointment.](#)
 - b. After scheduling, you will receive a text message with information that will help you check in to your appointment. *Make sure you have this text accessible on the day of your appointment.*
 - c. On the day of your appointment, follow the building's check-in procedures.
 - d. Tell the representative that you are getting your background check for Charleys Kids Foundation/Columbus Tutoring Initiative. **If asked, give them the reason code: "NCPA/VCA"**
- **Payment:** Charleys Kids/CTI will be paying for the background check and you will not be billed.

Dublin City Schools

- **Required Screening:** SecureVolunteer (online)
 - a. Renewal required every THREE (3) years
- **Instructions:**
 - a. [Visit the Secure Volunteer Website](#) to submit your background check information.
 - b. You will be provided with a Tutoring Badge via email. On the first day of tutoring, print and bring your Tutoring Badge to your session and show it to your session's Volunteer Coordinator.
 - c. Your Coordinator will take a picture of your badge and send it to CTI.
- **Payment:** You may be reimbursed by CTI for your background check. In order to be reimbursed -
 - a. Scan or take a picture of the receipt and submit it to your Coordinator. Your

Coordinator will submit the receipt to CTI.

- b. A reimbursement check will be mailed to the address provided in the Tutor Application. *Please confirm your mailing address with CTI if you're not sure that you submitted the correct one.*

Hilliard City Schools

- **Required Screening:** SecureVolunteer (online)
 - a. Renewal required every THREE (3) years
- **Instructions:**
 - a. [Visit the Secure Volunteer Website](#) to submit your background check information.
 - b. You will be provided with a Tutoring Badge via email. On the first day of tutoring, print and bring your Tutoring Badge to your session and show it to your session's Volunteer Coordinator.
 - c. Your Coordinator will take a picture of your badge and send it to CTI.
- **Payment:** You may be reimbursed by CTI for your background check. In order to be reimbursed -
 - a. Scan or take a picture of the receipt and submit it to your Coordinator. Your Coordinator will submit the receipt to CTI.
 - b. A reimbursement check will be mailed to the address provided in the Tutor Application. *Please confirm your mailing address with CTI if you're not sure that you submitted the correct one.*

Private Schools

- **Required Screening:** FBI/BCI
 - a. Renewal required every FIVE (5) years
- **Instructions:**
 - a. FBI/BCI background checks will be completed at the Educational Service Center of Central Ohio (ESC Central Office: 2080 Citygate Drive Columbus OH 43219). [Visit the ESC website to schedule your appointment.](#)
 - b. After scheduling, you will receive a text message with information that will help you check in to your appointment. *Make sure you have this text accessible on the day of your appointment.*
 - c. On the day of your appointment, follow the building's check-in procedures.
 - d. Tell the representative that you are getting your background check for Charleys Kids Foundation/Columbus Tutoring Initiative. **If asked, give them the reason code: "NCPA/VCA"**
- **Payment:** Charleys Kids/CTI will be paying for the background check and you will not be billed.

Reynoldsburg City Schools:

- **Required Screening:** FBI/BCI
 - a. Renewal required every FIVE (5) years
- **Instructions:**
 - a. FBI/BCI background checks will be completed at the Educational Service Center of Central Ohio (ESC Central Office: 2080 Citygate Drive Columbus OH 43219). [Visit the ESC website to schedule your appointment.](#)
 - b. After scheduling, you will receive a text message with information that will help you check in to your appointment. *Make sure you have this text accessible on the day of your appointment.*
 - c. On the day of your appointment, follow the building's check-in procedures.
 - d. Tell the representative that you are getting your background check for Charleys Kids Foundation/Columbus Tutoring Initiative. **If asked, give them the reason code: "NCPA/VCA"**
- **Payment:** Charleys Kids/CTI will be paying for the background check and you will not be billed.

South-Western City Schools

- **Required Screening:** SWC schools require volunteers to undergo screening processes specific to the school itself. CTI will connect you with the Volunteer Coordinator for your session to determine and complete this process.